



## Student Title IV Authorization Form

**Student's Name:** \_\_\_\_\_ **CCSNH ID:** \_\_\_\_\_

Federal Title IV funds include Pell Grants, SEOG Grants, and Direct Loans. You must complete a Title IV authorization form to instruct the College on how to apply any remaining Title IV credit balance (funds remaining after institutional charges are paid) on your student account for each semester.

### **BOOK AUTHORIZATION:**

If your financial aid is complete, you may elect to use your remaining Title IV funds to purchase or rent books and supplies from the campus bookstore.

If you select yes for this authorization, the book advance will automatically be set up for you at the campus book store. Confirmation of the book advance and spending limit may be found on your SIS account. You must show your school ID (or other government-issued picture ID) and a copy of your schedule at the bookstore when making your purchase.

Your book advance may only be used during the book advance period, usually two weeks prior and three weeks following the beginning of each semester. The amount of your book and/or supply purchase will be charged to your student account. Your remaining Title IV credit balance will be applied to these charges.

- Yes, I authorize the College to setup a book advance for me at the campus book store.
- No, I do not authorize the College to setup a book advance for me at the campus book store. I will pay at the bookstore using another method.

### **CURRENT SEMESTER CHARGES AUTHORIZATION:**

Federal regulations permit students to authorize Title IV financial aid funds to pay for current semester non-institutional educationally related charges such as school health services, laboratory fees, parking and library fines, parking permits, bookstore charges, transcript and graduation fees, on-campus childcare service charges and other miscellaneous fees and fines that the student incurred. If you are eligible for federal financial aid in excess of tuition and fees, and you wish to use this excess to cover current semester non-institutional charges, you must authorize the College to pay these charges.

- Yes, I authorize the College to apply any remaining Title IV credit balance to other non-institutional charges on my student account.
- No, I do not authorize the College to apply any remaining Title IV credit balance to other non-institutional charges on my student account. If you select this option, you will be directly responsible for paying these charges on your student account

*Whether or not the book advance is utilized, any remaining Title IV credit balance will be refunded directly to you.*

***Continued Next Page***

**PRIOR YEAR CHARGES AUTHORIZATION:**

Federal Title IV financial aid funds are restricted to payment of current tuition, fees, on campus room and board and up to \$200 of prior year tuition, fees, and on campus room and board. You may authorize use of these funds to pay for up to \$200 of prior year other educationally related expenses such as school health services, laboratory fees, parking and library fines, parking permits, bookstore charges, graduation fees, and other miscellaneous fees and fines that you have incurred.

- Yes, I authorize the College to use Federal Title IV funds to pay prior year allowable educationally related charges other than tuition, fees, and on campus room and board not to exceed \$200.
- No, I do not authorize the College to use Federal Title IV funds for other educationally related prior year charges.

**By signing below, you agree to and understand the following statements:**

If I authorized the College to apply my remaining Title IV credit balance to non-institutional charges as described in the Current Semester Charges section above, I understand that if, for any reason, I fail to receive financial aid upon which a bookstore credit is based, or if the amount of financial aid I receive for the semester is insufficient to pay for all of the charges on my account, I am obligated to pay to the College the amount of any unpaid charges on my account resulting from the use of the book advance program. I recognize that I am responsible for any charges applied to my account after any remaining Title IV credit balance is refunded to me.

I further understand that these are voluntary authorizations. I also understand that I may revoke my authorizations at any time by completing a new Student Title IV Authorization Form and submitting it to the Financial Aid Office.

Lastly, I agree that by registering for courses within the Community College System of New Hampshire (CCSNH), I am financially obligated for ALL costs related to the registered course(s). Upon a drop or withdrawal, I agree that I will be responsible for all charges as noted in the student catalog and handbook. I further understand that if I do not make payment in full, my account may be reported to the credit bureau and/or turned over to an outside collection agency. I also agree to pay for the fees of any collection agency, which may be based on a percentage of the debt up to a maximum of 35%, and all additional costs and expenses, including any protested check fees, court filing costs and reasonable attorney's fees, which will add significant costs to my account balance.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
*(Please sign in ink)*

**Please return this completed form to one of the following:**

- **Manchester Community College  
1066 Front Street  
Manchester, NH 03102**
- **Fax to: (603) 668-3061**